

**No.5 (2)2021-HR-II**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF COMMERCE**

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Islamabad, the 17<sup>th</sup> June, 2021

**CIRCULAR**

**SUBJECT: - NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND FOR APSs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVENTS FROM 05-07-2021 TO 20-10-2021.**

Please find enclosed herewith a copy of self explanatory Memorandum F No. 3-2/2021-SD-1 dated 14<sup>th</sup> June, 2021 received from Secretariat Training Institute (STI) on the above mention.

2. The interested officials of the Ministry who fulfill the eligibility criteria may forward their nomination, latest by **25-06-2021 positively**.

Encl: **As above**

  
**(Muhammad Arshid)**  
Deputy Director (HR-II)  
9217786

Copy to:-

1. Deputy Director (IT), Ministry of Commerce, Islamabad with the request to upload the subject Circular on the official's website of Ministry.
2. All Probationary Stenotypists in Ministry of Commerce, Islamabad

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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F.No.3-2/2021-SD-1

Dated 14<sup>th</sup> June, 2021

**MEMORANDUM**

**Subject: NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTS, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 05-07-2021 TO 29-10-2021.**

Secretariat Training Institute is organizing subject course for Government servants and their dependents, subject to normalization of COVID-19 pandemic. The duration of the course is from 05-07-2021 to 29-10-2021 (09:30 a.m. to 11:30 a.m. daily). Details are as follow:-

**Target Audience / Group:**

This course is designed for Federal Government officials (APSS/Stenotypists/UDCs/LDCs/dependents of government servants). Class-IV matriculate employees are also eligible for this course.

**Course Objectives:**

Capacity Building in required skills.

**Outcome/ Learning Achievement:**

To improve and sustain required level of professional skill in shorthand.

**Course Contents / Outlines:**

i)	• <b>Basic Principles of Shorthand.</b>
ii)	• <b>Consonants, Vowels and Diphthongs</b>
iii)	• <b>Exercises No. 1 to 140</b>

2. Due to unprecedented pandemic situation (COVID-19) in the country, STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first serve basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 02-07-2021. Late nominations will not be entertained. However preference will be given to the participants of our previous Shorthand theory course, which was suspended in March, 2021 due to COVID-19.

3. Normally nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 05-07-2021 at 09:30 a.m. No registration shall be allowed after 10:00 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations. STI encourages participation of women employees.

4. It is important to follow SOPs for the prevention of COVID-19, therefore, nominating organizations are requested to direct their nominees for the observance of preventive measures against the spread of Corona Virus (COVID-19) i.e. wearing of face masks, avoiding excess density of course participants, keeping at least a distance of 6 feet and ensuring proper hand washing.

5. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

  
( Faiz Akbar Faiz )  
Deputy Director (SD-I)

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/ Rawalpindi.
- iii) AD (IT) for up loading on website of STI